

Effective Date: May 10, 1998

State of Wisconsin  
Classification Specification

**DIRECTOR, STATE PROSECUTORS' OFFICE**

**I. INTRODUCTION**

Purpose of This Classification Specification

This classification specification is the basic authority under Wisconsin Administrative Code ER 2.04 for making classification decisions relative to a single position located at the Department of Administration which functions as the Director of the State Prosecutors' Office. This classification specification is not intended to identify every duty which may be assigned to the position but is intended to serve as a framework for classification decision making in this occupational area.

Classification decisions must be based on the "best fit" of the duties within the existing classification structure. The "best fit" is determined by the majority (i.e., more than 50%) of the work assigned to and performed by the position when compared to the classification concepts and definition of this specification, or through other methods of position analysis. Position analysis defines the nature and character of the work through the use of any or all of the following: definition statements; listing of areas of specialization; representative examples of work performed; allocation patterns of representative positions; job evaluation guide charts, standards, or factors; statements of inclusion and exclusion; license or certification requirements; and other such information necessary to facilitate the assignment of positions to the appropriate classification.

**II. DEFINITION**

**DIRECTOR, STATE PROSECUTORS' OFFICE**

This is management-level work related to the administration of the State Prosecutors' Office. The position allocated to this classification is responsible for administering and overseeing the state prosecution system budget; administering the state prosecution system fiscal and program responsibilities; formulating, determining, and implementing policies and procedures to manage the state prosecution system; participating in the bargaining and administration of the labor contract for the Assistant District Attorneys Bargaining Unit; performing related contract and personnel activities; representing the Department of Administration before public and private entities on issues related to the state prosecution system; and facilitating the development of prosecutorial information technology for prosecutorial units located throughout the State of Wisconsin. Work is performed under the general supervision of the Division Administrator. This position meets the definition of management, as defined in s. 111.81(13) Wis. Stats.

**III. QUALIFICATIONS**

The qualifications required for this position will be determined at the time of recruitment. Such determinations will be made based on an analysis of the goals and worker activities performed, and by an identification of the education, training, work, or other life experiences which would provide reasonable assurance that the knowledge and skills required upon appointment have been acquired.

**IV. ADMINISTRATIVE INFORMATION**

This classification was created as a result of the Professional Program Support Personnel Management Survey; was made effective May 10, 1998; and was announced in Bulletin CC/SC-85. The position allocated to this classification was previously classified an Administrative Officer 2.

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